



**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD**  
**OFFICE OF THE DEAN (ACADEMIC)**

**EDUCATION VERIFICATION REQUEST OF PASS OUT STUDENT**

[Please send the duly filled-in form with enclosures to [verification@iitism.ac.in](mailto:verification@iitism.ac.in)]

## 1. Details of Institutions / Organisations :

Name & Designation of Contact Person			
Name of Institution / Organization			
Email ID		Contact Number	
Verification Type ( <i>please tick</i> )	Direct	Third Party	

## 2. Verification Request for:

Name of Student			
Admission Number			
Academic Program		Department	

## 3. Documents Attached for verification:

Consolidated Grade Card / Grade Sheets	
Provisional Certificate	
Degree Certificate	

Encl: **Please attach the scan copy of the document to be verified.**

## 4. Payment Details:

Payment Details (if applicable) - <a href="https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=272342">https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=272342</a> (Select payment category: FEE for STUDENT VERIFICATION)			
SBI Collect Reference No. / UTR No.			
Amount Paid (in Rs.)		Date of Payment	DD/MM/YYYY

Encl: **Please attach online payment receipt.**

Date: \_\_\_\_\_

(Signature)

**Charges for verification:**

1	Charges for verification of student record for other institutions / Organisations ( <b>Within 5 years of passing</b> )	<b>By Indian placement Agencies – Rs. 2,000/- + GST as applicable (18%) = 2,360/-</b> By Foreign placement Agencies – US \$ 100.00 + GST as applicable (18%) and Postal charges (if applicable)
2	Charges for verification of student record for other institutions / organisations ( <b>After 5 years of passing</b> )	<b>By Indian placement Agencies – Rs. 3,000/- + GST as applicable (18%) = 3,540/-</b> By Foreign placement Agencies – US \$ 200.00 + GST as applicable (18%) and Postal charges (if applicable)
Applicable Postal Charges		Rs. 100/- to be posted within India. Rs. 1,000/- to be posted outside India.

(The role of the institute in sending the document is limited to booking at the post office. The Institute will not be responsible for the safe passage and delivery of the documents to the addressee.)

**FOR OFFICE USE ONLY**

<p><b>Verification:</b> The facts, as stated above are <b>CORRECT/NOT CORRECT</b> as per records available. <b>Remarks, if any:</b></p> <hr/> <hr/> <p>Date: _____</p> <p style="text-align: right;">Signature of Dealing Assistant</p>	<p><b>Date of Receipt of Application:</b></p> <hr/> <p><b>Issuing Date of Verification Report:</b></p> <hr/> <p>Date: _____</p> <p style="text-align: right;">AR (Academic – UG/PG)</p>
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